Employer Registration and Job Posting Instructions


2. To begin posting and searching resumes > Click the “Employers? Post Jobs and More” link.

3. You will be taken to the employer home page. Click on “Employer Sign In”.

Find the Best
Meet your recruitment goals and attract top talent. Prices start at $250.

POST A JOB
View Rates
4. Then proceed to enter your email / password on the following page. If you are new to the site simply click on the “New Users Sign Up” link and it will walk you step by step through the registration process.

5. Once logged in to your account you can click on any of the “Post a Job” links on the Overview page. The system will then walk you step by step through the posting process.

   a. Fields marked with the + are mandatory
   b. Fill in the information as needed
c. Click the “Save and Preview Job” button at the bottom once finished.

6. The next page will allow you to preview the listing – if all looks good you can then click the “Proceed to Checkout” button.
7. Select your job posting package by clicking on the appropriate radio button. If you already have a package assigned to your account you can click on the “Use My Existing Package” button.

8. You can then choose to add on a featured package. Once complete click “Continue to Payment.”
9. If using an existing package you will then click on the “Process Order” button. If you do not, simply input your credit card information and click the “Pay with Credit Card” and then “Process Order”

If you have any additional questions please contact Customer Service at 1-888-491-8833 or shoot us an email at: customerservice+982245@support.boxwoodtech.com.